MATURA WRITING TASKS
FORMAL LETTER – APPLICATION

Level C1

Your goal at C1: Produce precise, sophisticated, fully cohesive writing with a confident personal voice. Turn experience into evidence of competence, deploy advanced structures naturally, and sustain flawless formal register throughout.

C1 · PHASE 1 – PRECISION & COLLOCATION

Replace each phrase with a precise, high-level collocation, then use it in a sentence.

1 good at talking to people → _____
2 used to working hard → _____
3 know a lot about culture → _____
4 able to solve problems → _____
5 get on well with a team → _____
6 not afraid of responsibility → _____

TASK: Add five advanced collocations of your own relevant to a guiding role.

C1 · PHASE 2 – AVOIDING CLICHÉS

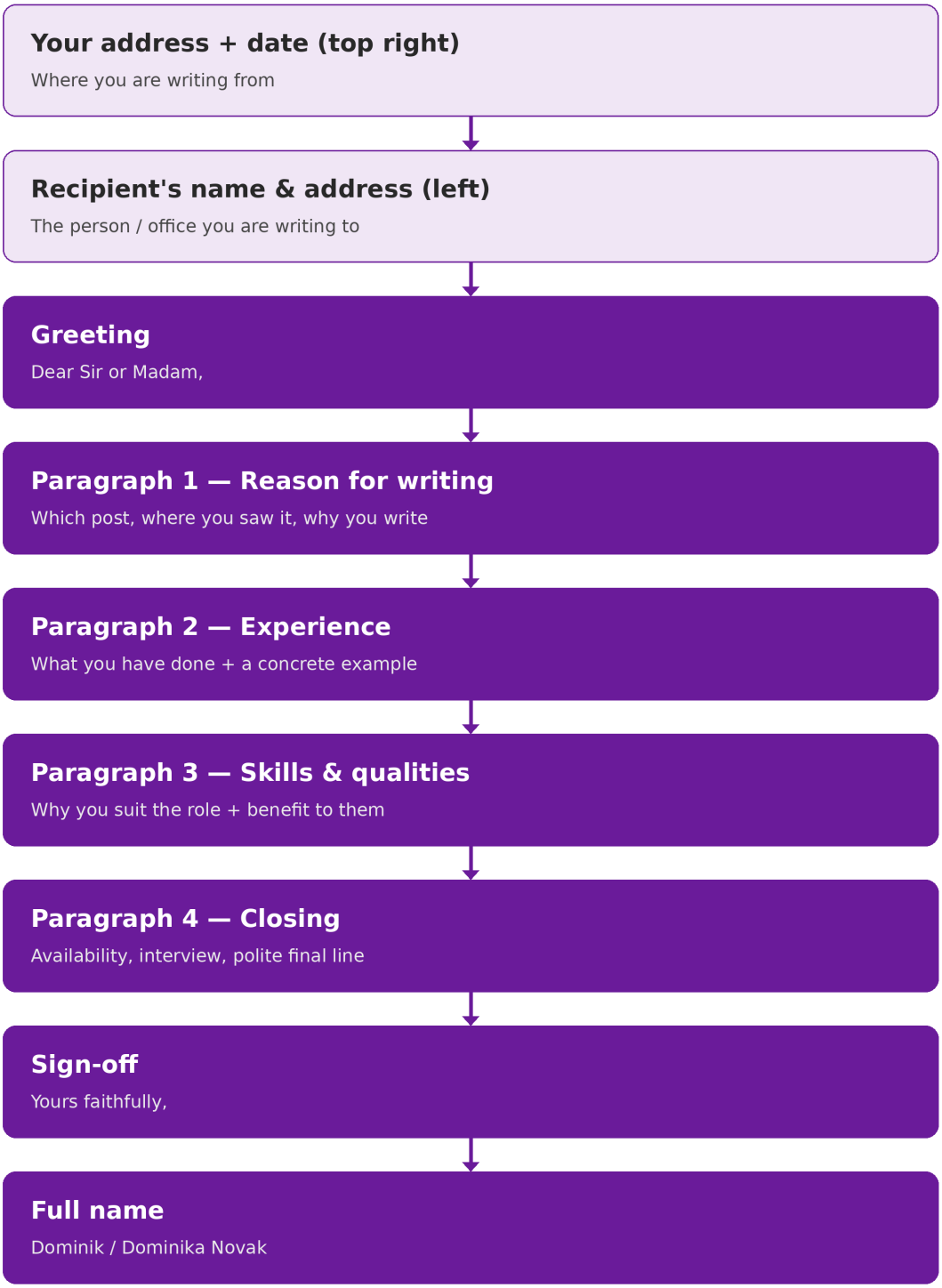
These openings are overused. Rewrite each in a fresh, sophisticated way that still sounds professional.

1 I am writing to apply for the position advertised.
2 I am a hard-working and motivated person.
3 I believe I would be a great asset to your team.
4 I have always been passionate about this field.

C1 · THE STRUCTURE YOU ARE BUILDING TOWARDS

Study this plan before you start. Every task in this booklet helps you fill one part of it. Keep it beside you as you write.

A FORMAL APPLICATION LETTER — STRUCTURE



C1 · PHASE 3 – EVIDENCE & IMPACT

Turn two experiences into evidence of competence. Each must move through the full chain:

Element	What to include
Situation	the context — what, where, when
Action	the specific thing you did / your role
Result	a measurable or meaningful outcome
Skill	the competence it demonstrates
Relevance	why it matters for a cultural-guide role

Write two developed sentences (or short paragraphs) — one for a **communication** experience, one for a **responsibility / organisation** experience.

C1 · PHASE 4 – ADVANCED STRUCTURES

Write one polished sentence of each, integrated naturally (not mechanical).

- a participle clause (Having organised…, I…)
- an inversion (Not only… but also…)
- a cleft sentence (What I bring to the role is…)
- a concessive clause (Although…, I…)
- a nominalisation (My involvement in… enabled…)
- a modal of persuasion (This experience would allow me to…)

C1 · PHASE 5 – NUANCE & HEDGING

Overstatement weakens a C1 letter. Rewrite each claim so it is confident but credible.

1 I am the perfect candidate for this job.
2 I can do absolutely anything you ask.
3 I am definitely the best communicator you will find.
4 I never make mistakes under pressure.

C1 · PHASE 6 – COHESION & VOICE

Combine your strongest ideas into one 100-word body paragraph. It must:

- flow through varied cohesive devices (referencing, substitution, linkers)
- maintain a consistent, confident but respectful register
- avoid starting consecutive sentences with the same word
- read as one argument, not a list of separate claims

C1 · PHASE 7 – CONTROLLED OPENING & CLOSING

Opening: establish the role, an authentic motivation, and your value proposition in a single confident paragraph — without formulaic filler.

Closing: signal availability, reference references / an interview, and sign off with precision and poise.

C1 · FINAL WRITING TASK

SENIOR SUMMER CULTURAL GUIDE — HERITAGE CITY PROGRAMME

The Heritage City Programme invites applications for a senior English-speaking cultural guide to lead its flagship summer season. The successful candidate will design and deliver walking tours for international and VIP visitors, mentor junior guides, and act as a public representative of the city's cultural heritage. We seek an articulate, culturally literate communicator with demonstrable experience of engaging diverse audiences and handling responsibility independently. Applications, addressed to Dr Alan Whitfield, Programme Director, should make a persuasive personal case.

Write a **formal letter of application (170–180 words)** to Dr Whitfield in which you:

- articulate a specific, sophisticated motivation for the role
- present relevant experience as evidence of competence, not a list
- convey the distinctive value you would bring to the programme
- close by addressing availability, references and next steps.

Your letter should read as fluent, precise and persuasive throughout, with a clear personal voice and flawless formal register.